



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 21, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Richard Sanchez
Chief Information Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PRELIMINARY BUSINESS AUTOMATION PLAN (BAP) ASSESSMENT

Annually, Departmental Budget Instructions require all departments to submit a Business Automation Plan (BAP) as part of the overall Recommended Budget submission. Since IT expenses are one of the larger budget items, it is imperative that we gain visibility and address potential IT-related budget issues well in advance of the formal budget deliberations. For this coming fiscal year, we are requiring that your departmental IT staff confer with the Chief Information Office (CIO) much earlier than the formal budget submission process.

CIO staff will be scheduling meetings with your respective Departmental CIOs/IT Managers to discuss any major IT budget items planned for inclusion in your departments' FY 2012-13 Recommended Budget and BAP. Items may include the following:

New IT Position Requests – All new specific items being requested and their intended use. This applies to all new IT position requests, regardless of whether they will be offset with existing department items.

IT Hardware Purchases – Includes personal computers, servers, storage area networks, routers, telecommunications equipment, etc. As in prior fiscal years, departments are being asked to extend the life of IT equipment and defer new purchases. Only serious consideration will be given for units no longer supported by the manufacturer, equipment having operating systems and/or memory capacities that are grossly inadequate for handling many of the new enterprise-wide applications, and/or severely poor condition of the equipment. Also, CIO will critically examine planned server purchases to ensure consistency with the server virtualization strategy.

"To Enrich Lives Through Effective And Caring Service"

*Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only*

All Department Heads
October 21, 2011
Page 2

Major Software Purchases – Planned purchases of large blocks of software licenses for products not currently used by departments. Minor software purchases or annual maintenance renewals of existing software licenses funded through the operating budget and will be reviewed as part of the County Purchasing Moratorium that will continue in effect through 2012-13.

Alignment with County Enterprise Initiatives, IT Strategic Directions, and Standards and Policies – IT projects or expenditures that are not consistent with the County IT Strategic Directions, Standards and/or Policies or may be a duplicative or in conflict with established countywide enterprise initiatives.

Other – Any other IT-related item or issue that appears to have major expense potential.

Based on these discussions, the CIO will prepare a preliminary BAP assessment summarizing IT issues discussed and will recommend to your departments how those issues might be best resolved. This assessment will be reviewed with your Departmental CIOs/IT Managers prior to finalization and will be distributed to you, your Administrative Deputy, and your department's CEO Budget Analyst.

Departmental CIOs/IT Managers were briefed on this assessment requirement at the October 12, 2011 CIO Council Meeting. **The target date for distribution of the preliminary BAP assessment is 30 days prior to CEO's Recommended Budget and BAP due date schedule.**

All IT items that fit the four categories above and that are submitted as part of your department's FY 2012-13 budget request must be included in the preliminary BAP review done by CIO and subsequent BAP submission. Failure to do so will impact your department's ability to budget and acquire these IT assets and services. Budget packages received without the preliminary BAP review documentation will not be considered until a later budget phase.

If you or your staff has any questions concerning the above, please contact Scott Wiles, CEO at 213-893-1246, swiles@ceo.lacounty.gov or Earl Bradley, CIO at 213-253-5634, eb Bradley@cio.lacounty.gov.

WTF:EFS:RS
SAW:EB:ef

c: Each Supervisor